

INTERAGENCY AGREEMENT		1. IAA NO NRC-HQ-84-14-I-0009		PAGE 1 OF 26	
2. ORDER NO		3. REQUISITION NO. OCHCO-14-0153		4. SOLICITATION NO.	
5. EFFECTIVE DATE 07/28/2014		6. AWARD DATE 07/23/2014		7. PERIOD OF PERFORMANCE 07/28/2014 TO 09/30/2015	
8. SERVICING AGENCY OFFICE OF PERSONNEL MANAGEMENT ALC: DUNS: +4: 1900 E ST NW WASHINGTON DC 20415 POC Leslie Pollack TELEPHONE NO. 202-606-1426		9. DELIVER TO TAMRA THOMPSON 11555 ROCKVILLE PIKE ROCKVILLE MD 20852			
10. REQUESTING AGENCY ACQUISITION MANAGEMENT DIVISION ALC: DUNS: +4: US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE ROCKVILLE MD 20852-2738 POC Daniel App TELEPHONE NO. 301-287-0939		11. INVOICE OFFICE US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A ROCKVILLE MD 20852-2738			
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		14. PROJECT ID			
		15. PROJECT TITLE LEADERSHIP & WORKFORCE DEVELOPMENT ASSESSMENT			
16. ACCOUNTING DATA 2014-X0200-FEEBASED-84-84D003-51N-192-T8468-251E					
17. ITEM NO.	18. SUPPLIES/SERVICES	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT
00001	Master IAA: N/A IAA with OPM for SESCDP (class to be selected in 2014, and begins in 2015) for the following services: Assessment Center (assistance in selecting candidates for the SESCDP); 360s and feedback for each candidate; Structured Interviews (data point for candidate selection). The total amount of award: \$287,285.00. The obligation for this award is shown in box 24.				287,285.00
23. PAYMENT PROVISIONS		24. TOTAL AMOUNT \$287,285.00			
25a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (SERVICING) LESLIE POLLACK <small><i>Digitally signed by LESLIE POLLACK, DN: cn=US, o=U.S. Government, ou=Office of Personnel Management, c=US, email=pollack.leslie@opm.gov, 1.2.840.113549.1.1.1=US, 1.2.840.113549.1.1.1=US, 1.2.840.113549.1.1.1=US</i></small>		25b. SIGNATURE OF GOVERNMENT REPRESENTATIVE (REQUESTING) <i>Erika Eam</i>			
25b. NAME AND TITLE Leslie Pollack, Ph.D.; Assistant Director, OPM/HRSES		25c. DATE		26b. CONTRACTING OFFICER ERIKA EAM	
				26c. DATE 7/23/2014	

SUNSI REVIEW COMPLETE

AUG 08, 2014

TEMPLATE - ADM001

ADM002

NRC-HQ-84-14-I-0009



ATTACHMENT 1

NRC GENERAL TERMS AND CONDITIONS (GT&C) FOR INTERAGENCY AGREEMENTS (IAA)

General Guidance

Note: If the Order(s) issued pursuant to the GT&Cs will be fully funded you may delete Clause 5, "Limitation of Funds." However, by including it in multiple Order IAAs, NRC has the option to incrementally fund future orders.

1. Technical Direction

The NRC Contracting Officer's Representative (COR), as named in the NRC SOW, is responsible for ensuring that the services required under this project are delivered in accordance with the terms of the SOW. All technical direction instructions to the Servicing agency must be issued through the COR.

Technical direction includes interpreting technical specifications, providing needed details, and suggesting possible lines of inquiry. Technical direction must not constitute new work or affect overall project cost or period of performance. Technical direction must be confirmed in writing to the servicing agency with a copy provided to the cognizant NRC Contracting Officer (CO).

2. Billing Requirements

Servicing agency shall bill NRC monthly for costs paid in support of NRC projects by the agreement number. The servicing agency shall bill and collect from NRC by an electronic transfer of funds through the U.S. Treasury Intergovernmental Payment and Collection System (IPAC).

The servicing agency voucher shall identify the NRC agreement number, and the NRC and servicing agency budget and reporting (B&R) numbers.

The servicing agency voucher, at a minimum, shall indicate the month that costs were incurred and the dollar amount of these costs. In some instances because of accrual accounting and other adjustments, the amounts may differ slightly from the original accrual amount.

When the Status Report costs differ from the amount billed, servicing agency shall provide an explanation of the difference on the voucher.

The servicing agency voucher shall be sent to support the IPAC funds transfer. The instructions must identify the billable activities as specified by 10 CFR Part 170. The servicing agency voucher and other required documentation shall be submitted to—

NRC Payments
U.S. Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike
Mailstop O3-E17A



Rockville, MD 20852-2738

Electronic Commercial Vendor and IPAC Payments:

Effective immediately, commercial vendors and Federal entities should use the new electronic mailing addresses shown below:

Invoice and training billing Email address – NRCPayments@NRC.gov

IPAC billing Email address – NRCIPAC.Resource@NRC.gov

3. Status Reports

The servicing agency shall submit a Status Report in accordance with the SOW and the Status Report Requirements, if attached to the SOW, to the NRC CO and NRC COR with a copy to the Office of Administration/Acquisition Management Division to ContractsPOT.Resource@nrc.gov.

4. Limitation of Funds

NRC is not obligated to reimburse the servicing agency for costs incurred by its contractors in excess of the total amount obligated by an appropriately executed IAA form. The NRC Contracting Officer will formally notify the servicing agency of any projects that are intended to be phased out or terminated as soon as such intent is known, preferably at least 30 days before the proposed termination date. For IAAs with fixed performance periods, the servicing agency should assume that the program will terminate on the last day of the period specified on the IAA form.

If at any time the servicing agency has reason to believe that the costs will exceed the total amount authorized, the servicing agency must notify the NRC CO. In the absence of formal NRC instructions to continue or to terminate a work order, the servicing agency will notify the NRC CO in writing when the accrued costs of any NRC Order approaches 75 percent of the authorized funding level provided on the IAA form.

The notification should include the estimated date when the accrued costs will equal the authorized funds, and may, if appropriate, recommend or request the NRC action desired. After this notification, the NRC will evaluate costs incurred against technical progress and, if necessary, will:

- Increase funding authorization
- Change the scope of the work
- Change the period of performance
- Terminate the project

The servicing agency shall notify the NRC CO in writing when it is anticipated that the work cannot be completed within the period of performance indicated on the IAA form. Notification shall be made in sufficient time to allow for the issuance of a modification to the IAA authorizing an extension of the work period to the date necessary to complete the authorized work. If the period of performance is not extended, the NRC CO shall notify the servicing agency via issuance of a modification for closeout of the IAA.



5. Incompatibility Between Regular Duties and Private Interests

(a) Employees of the servicing agency's contractor shall not be permitted to make or influence any decision on behalf of the contractor which directly or indirectly affect the interest of the Government, if the employee's personal concern in the matter may be incompatible with the interest of the Government. For example: An employee of a contractor will not negotiate, or influence the award of, a subcontract with a company in which the individual has employment relationship or significant financial interest; and an employee of a contractor will not be assigned the preparation of an evaluation for the servicing agency for any technical aspect of the work of another organization with which the individual has an employment relationship, or significant financial interest, or which is a competitor of an organization (other than the contractor who is the individual's regular employer) in which the individual has an employment relationship or significant financial interest.


(b) The contractor shall be responsible for informing employees that they are expected to disclose any incompatibilities between duties performed for the contractor and their private interests and to refer undecided questions to the contractor.

6. Intellectual Property Rights

The statutory, regulatory, and procedural intellectual property policies of servicing agency will be applicable to the work falling under this work order—

- Provided that information concerning disclosures of inventions identified as having been conceived or first actually reduced to practice under Commission-funded work will be reported to the Commission, and the Commission will be kept advised as to their status.
- Except that the Commission reserves the right to control title to inventions as to any rights that vest in the Commission under statute. If servicing agency and servicing agency's contractor, where the contractor has such rights, should determine not to protect these inventions either domestically or abroad, the Commission will have the right to protect these inventions.
- Provided that if the technology covered by an invention disclosure upon which the servicing agency intends to file a patent application on behalf of the U.S. Government is deemed by the Commission to fall within the Commission's mission, that is, when the technology relates to nuclear facilities and materials safety, safeguards, and environmental protection in support of the Commission's licensing and regulatory functions, the Commission may so notify servicing agency and a determination will be made by the parties as to which party will file the patent application or applications.
- Provided that neither party shall grant an exclusive patent license on an agency owned invention without the approval of the other party.

7. Dissemination of Project Information/Publication Requirements



(a) Prior to any dissemination, display, publication, presentation, or release of papers, articles, reports, summaries, or abstracts developed under the NRC/servicing agency agreement, the servicing agency shall submit them to the NRC for review and comment. NRC shall have a review and comment period of at least [60] days, after which both an NRC and servicing agency representative at the lowest management level, shall attempt to resolve any differing viewpoints or statements which are the subject of NRC objection. If the matter cannot be resolved at that level, the issue shall be brought up to the next management level in both organizations until an agreement can be reached or it reaches the Office Director level. In the event resolution cannot be achieved, the NRC may direct the servicing agency to not publish the work as a NUREG/CR, but publish as a servicing agency report without the NRC office name or Contracting Officer's Representative (COR)'s name listed on the report, and with a Disclaimer conspicuously noted on the report, article, summary, abstract or related document that the servicing agency intends to release, display, disseminate or publish to other persons, the public or any other entities:

"The views expressed in this [paper, journal article, report, summary, or abstract] do not represent those of the U.S. Nuclear Regulatory Commission."

(b) The NRC and servicing agency agree to handle all classified information provided or developed during the course of this project in accordance with all applicable laws and regulations governing the handling of such information. In the event NRC determines during its review and comment period that a draft servicing agency paper, article, report, summary, or abstract contains classified information regarding the work performed for NRC, NRC, in addition to commenting on the subject matter, shall also direct the servicing agency to direct an authorized classification authority to appropriately review, classify and mark the product, pursuant to nationally acceptable standards/guidelines. Under these circumstances, the Laboratory will either publish the work solely as a classified product pursuant to NRC direction, or not publish the work in any format. In cases where classification of the product is in dispute, NRC may consult with servicing agency's Office of Classification; however NRC retains the ultimate authority over the classification of the product.

(c) In addition, travel costs to present papers or reports developed under the NRC/servicing agency agreement may not be authorized if the NRC determines that presentation of the paper does not support the NRC program or project. Such determination will not affect payment of the contract work costs.

(d) The servicing agency contractor, to the extent it is permitted to and asserts copyright therein, grants a royalty-free, nonexclusive, irrevocable worldwide license to the Government to use, reproduce, modify, distribute, prepare derivative works, release, display or disclose the articles, reports, summaries, abstracts, and related documents developed under the Agreement, for any governmental purposes and to have or authorize others to do so.

8. Review and Approval of Reports

The servicing agency shall comply with the terms and conditions of the agreement regarding the contents of the draft and final reports, summaries, data and related documents, to include correcting, deleting, editing, revising, modifying, formatting and supplementing and of the information contained therein. Corrective actions shall not be undertaken unless sufficient funding from NRC is available to cover the costs of the

corrective actions. Performance under the agreement shall not be deemed accepted or completed until it complies with NRC's directions.

Identification/Marking of Sensitive Unclassified and Safeguards Information. The servicing agency shall comply with the requirements stated MD's 12.7 "NRC Safeguards Information Security Program as follows:

a) Classification Clause

To the extent that the performance of work under this work order involves classified information, the following clause is applicable:

- In the performance of work under this work order, servicing agency shall ensure that a servicing agency authorized classifier shall assign classification levels to all documents, material, and equipment originated or generated by the performing organization in accordance with classification guidance furnished by the Commission. Each subcontract and purchase order issued hereunder involving the generation of classified documents, material, or equipment shall include a provision to the effect that in the performance of such subcontract or purchase order, a servicing agency authorized classifier shall assign classification levels to all such documents, material, and equipment in accordance with classification guidance furnished by the NRC.
- When appropriate, the attached NRC Form 187, "Contract Security and/or Classification Requirements," is a part of this work order. It is the responsibility of the NRC office originating the work order to review the classification assigned and to refer any problems to the NRC Division of Security Operations (DSO), NSIR, for resolution.

b) Safeguards Information, Unclassified Controlled Nuclear Information, or Unescorted Access to Protected and Vital Areas of Nuclear Power Plants

To the extent that the performance of work under this work order involves Safeguards Information (SGI), the following clause is applicable:

In the performance of the work under this project, servicing agency shall assure that the Servicing agency shall mark and protect all documents, material, and equipment originated, generated, or received by the performing organization in accordance with the provisions of Section 147 of the Atomic Energy Act of 1954, as amended, its implementing regulations (10 CFR 73.21), "Protection of Safeguards Information: Performance Requirements." Further guidance on the protection of Safeguards Information and examples of proper marking of cover; title page, and back cover are contained in NRC Management Directive (MD) 12.7,* "NRC Safeguards Information Security Program" and the NRC Guide to Marking Safeguards Information.

To the extent that performance of work under this work order involves unclassified controlled nuclear information (UNCI), the following clause is applicable:

In the performance of the work under this project, servicing agency shall assure that the Servicing agency shall mark and protect all documents, material, and equipment originated, generated, or received by the performing organization in accordance with the provisions of Section 148 of the Atomic Energy Act of 1954, as amended, its

implementing servicing agency regulations, and servicing agency orders and guidance.

It is the responsibility of the NRC office originating the work to indicate whether the work will involve SGI or unescorted access to protected and vital areas of nuclear power plants. An NRC Form 187, "Contract Security and/or Classification Requirements," shall be completed to indicate such access.

c) **Proprietary Information**

In connection with the performance of work under this work order, NRC may furnish for the servicing agency review, evaluation, or other use certain trade secrets or confidential or privileged commercial or financial information determined by the office to be exempt from public inspection or disclosure. A synopsis of such information must be submitted in writing to the servicing agency before reaching agreement with the office on the acceptance and use of the information. Up-to-date guidance on the protection of proprietary information used in reports prepared by the Servicing agency on proper marking of cover, title page, and back cover may be obtained from the NRC COR.

Proprietary or other privileged information may be provided by the office on an individual basis to servicing agency employees working as NRC consultants with the understanding that it shall be protected from disclosure and shall be returned to the office upon completion of the work. Any such claimed proprietary data will be appropriately identified and marked as such. The use of proprietary information in reports prepared by consultants requires protection. Further information may be obtained from the NRC COR.

d) **Other Sensitive Unclassified Non-Safeguards Information (SUNSI)**


Information other than safeguards, unclassified controlled nuclear, proprietary information, and pre-decisional information may at times be determined to be sensitive. The use of such information in reports requires the specific NRC designation and protection as prescribed by the NRC SUNSI policy. Further information may be obtained from the NRC COR.

9. Stop-Work Order

The NRC CO may, at any time, by written modification to the servicing agency, require the servicing agency to stop all or any part of the work called for by this work order for a period of up to 90 days after the order modification is delivered to the servicing agency, and for any further period to which the parties may agree. Any such order will be specifically identified as a "stop-work order" issued pursuant to this clause. Upon receipt of such an order, the servicing agency shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of cost allocable to the work covered by the order during the period of work stoppage.

Within a period of 90 days after a stop-work order is delivered to servicing agency or within any extension of that period to which the parties shall have agreed the office shall either:

- Cancel the stop-work order
- Terminate the work covered by this work order



If a stop-work order issued under this clause is cancelled or the period of the stop-work order or any extension thereof expires, servicing agency will authorize the resumption of the work. An adjustment will be made in the delivery schedule or cost, or both, and the Order must be modified in writing accordingly. If a stop-work order is not cancelled and the work covered by the order is terminated in accordance with the terms of the GT&C section of the IAA, costs resulting from the stop-work order will be allowed in arriving at the termination settlement.

Attachment 2

Leadership Assessment Services for the 2015 SES CDP Program

for the

U.S. Nuclear Regulatory Commission

presented by

Leadership & Workforce Development Assessment
Human Resources Solutions
U.S. Office of Personnel Management

June 2014

I. BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) was created as an independent agency by Congress in 1974 to enable the nation to safely use radioactive materials for beneficial civilian purposes while ensuring that people and the environment are protected. The NRC regulates commercial nuclear power plants and other uses of nuclear materials, such as in nuclear medicine, through licensing, inspection and enforcement of its requirements. To achieve its mission, the NRC has a responsibility to ensure it has the right leadership talent at the right time. Thus, the NRC has a vested interest in developing high potential individuals for executive level leadership. The NRC contacted the Office of Personnel Management's (OPM) Human Resources Solutions (HRS) group seeking assistance from HRS with the development and implementation of selection procedures and developmental feedback for their Senior Executive Service Candidate Development Program (SES CDP) candidates. HRS is staffed by a team of personnel research psychologists with a long history of conducting occupational analysis; developing tests, assessment centers and other assessments; and providing measurement expertise, including guidance on legal and professional standards for test development and validation, to a wide range of Federal agencies.

It is recommended that the NRC use OPM's leadership competency model as the foundation for its leadership occupations. Competency models offer a number of advantages to organizations. They create a common language to integrate numerous human resource (HR) functions. In the absence of an integrated system, organizations often use completely different criteria when selecting employees for a job and when evaluating performance on that same job. Competency models provide a solid basis for HR systems that are consistent across functions, including employee selection and promotion, training and development, performance appraisal, and succession planning. The use of well-defined competency models across HR functions provides a consistent message to employees and to managers regarding the competencies that are critical throughout the employment cycle. OPM's leadership competency model consists of 28 leadership competencies that underlie OPM's Executive Core Qualifications (ECQs). This document outlines a partnership between the NRC and HRS for delivering services related to the development and implementation of the candidate selection process for the NRC SES CDP. The NRC expects to invite no more than 48 individuals to the assessments, ultimately selecting approximately 25 individuals for participation in their SES CDP. In the event NRC decides to invite more than 48 individuals to any of the assessments, an addendum to this Agreement will be made and NRC will allocate additional funds to cover the cost of increased participation in the assessments.

II. SCOPE OF WORK

OPM agrees to perform the following activities and provide the following resources to meet the requirements of this Agreement:

1. Administer the OPM Leadership 360TM and the OPM Leadership Profiler

OPM agrees to partner with NRC to administer the OPM Leadership 360™ and the OPM Leadership Profiler to a maximum of 48 participants in a single session. OPM will present a group orientation briefing to familiarize participants with the assessment process. The 360 and Profiler administrations will begin immediately following the orientation briefing and will remain open for three weeks, with an option to leave the assessment open for additional weeks, as needed. One to two weeks after the 360/Profiler administration closes, OPM will deliver a group feedback briefing and will then disseminate individual feedback reports to each NRC SES CDP candidate electronically. OPM will conduct 25 individual feedback sessions in person for those selected into the SES CDP program. Each individual session will last approximately 45 minutes. OPM will also generate an aggregate report for the group. The results of the OPM Leadership 360 and OPM Leadership Profiler are purely developmental and as such will only be shared with the SES CDP applicants/candidates. These assessments will not be used in the selection process.

OPM agrees to perform the following activities and provide the following resources to meet the requirements of this Agreement:

- Customize the briefings, communications, and assessment process to meet NRC's needs
- Present a single group orientation briefing
- Administer a single 360 survey session for up to 48 leadership participants
- Administer a single Leadership Profiler survey session for up to 48 leadership participants
- Create individual usernames and passwords for each leadership participant
- E-mail participant and rater invitations, instruction materials and reminders
- Host the website to collect rating data
- Analyze results and produce one PDF individual feedback report for each leadership participant
- Produce a PDF aggregate report for the group
- Present a single group feedback briefing
- Conduct up to 25 45-minute individual feedback sessions with SES CDP candidates at the kickoff to the SES CDP program

2. Administer the Leadership Assessment Center

Assessment center exercises are performance tests and are typically designed to closely resemble the actual challenges that will be found on the job. Assessment center exercises can be used to measure many different types of job-related skills and abilities; including interpersonal skills, communication skills, planning and organization, and analytical skills. Assessment center exercises are commonly used to evaluate group and individual behaviors in group situations. For example, in a leaderless group discussion, a group of applicants is tasked with solving a problem or a set of problems in a limited amount of time. Applicant performance is usually observed and evaluated by multiple assessors. While assessment centers can be designed for various types of jobs, they are particularly effective for assessing managerial and leadership positions.

The assessment center targets several of the 28 leadership competencies that comprise the Governmentwide Executive Core Qualifications (ECQs). The assessment day is designed to approximate the look and feel of a typical day in the life of a Federal Government manager or executive. During the assessment center, candidates will assume the role of a Director in a fictitious agency. Throughout the day, the candidate is required to complete a series of assigned tasks, address several problems facing the agency, interact with other candidates and/or trained

role players, and produce a variety of written products. Collectively, the exercises are designed to simulate the high visibility, rapid response activities prevalent in an executive's workday. Exercises are scored by trained experts.

Following completion of the assessment center, OPM will provide NRC with a ranked list of candidates based on assessment center performance. This report will be in the same format as developed for the fiscal year 2013 administration of the assessment center. OPM will also use the results of the assessment center to produce individualized feedback reports for participating candidates. To the extent possible, these reports will include specific examples of actual candidate behavior observed (or not observed) by the evaluators and will be in the same format as in fiscal year 2013. The detailed reports will be provided directly to the candidates for their personal use as a developmental tool.

Pricing for the assessment center assumes that it will be conducted in the Washington, DC, metropolitan area. Conducting an assessment center requires a very specific set of facilities. OPM typically uses suite hotels for this purpose. Facility costs vary greatly based on a number of factors including location, availability, time of year, and demand for rooms in the local area. Assessment center facility specifications include: 14 small rooms with full walls and a door that closes (to be used as offices), and 1 conference room with full walls and a door that closes. The conference room must be large enough to seat 8-10 people comfortably. All rooms must be in close proximity and should be located in an environment conducive to testing. For the NRC's planning and budgeting purposes only, OPM estimates that facility costs for the assessment center will be approximately \$15,500. This is a rough estimate only. The facilities cost estimate provided in this Memorandum of Agreement is OPM's best estimate based on our experience with hotel vendors in the Washington area. It is understood that OPM and the NRC will work cooperatively using a best overall value approach to secure appropriate facilities for the conduct of the assessment center. OPM has Blanket Purchase Agreements with several Washington area hotels to facilitate this process. OPM will provide all assessors and coordinate logistics for the assessment center. The facilities cost estimates include facilities associated with the conduct of the assessment center only. These cost estimates do not include accommodations for the candidates (if necessary).

The targeted dates of the assessment center administration are tentatively set for January 2015. The exact dates will be determined jointly by the NRC and OPM. The NRC has expressed an interest in assessing approximately 48 candidates. A total of 12 participants can be run through the assessment center per day. Thus, four consecutive assessment days, excluding weekends, will be needed to conduct the assessment center for 37-48 candidates. Scheduling an appropriate number of participants per day is essential to the success of the assessment center. OPM and the NRC will jointly determine appropriate strategies to minimize the likelihood of last minute schedule changes. It is assumed that no more than 48 candidates (identified by the NRC) will be identified to participate in the assessment center.

3. Conduct an Executive Resources Board Briefing on How to Interpret the Assessment Center Results

The NRC has requested an Executive Resources Board (ERB) briefing by OPM on how to interpret the assessment center results and most effectively use the results as part of the overall selection process. The tentative plan is to present this briefing to the ERB after the assessment center is completed, but before final selections are made. The briefing is expected to last approximately one hour and can occur as early as two weeks after the administration of the assessment center. The exact date and time of the briefing will be determined jointly by the

NRC and OPM. This briefing will include an overview of the assessment center process and how the results summary reports can be used to assist the NRC ERB with the candidate selection process. It is assumed that the NRC will host this briefing in their White Flint, MD, facilities.

4. Conduct a Candidate Briefing on How to Interpret the Assessment Center Results

The NRC has requested a candidate briefing by OPM on how to interpret the assessment center results. The tentative plan is to present both the candidate briefing and the ERB briefing on the same day. The candidate briefing is expected to last approximately one hour and is tentatively scheduled for early April 2015. The exact date and time of the briefing will be determined jointly by the NRC and OPM. This briefing will include an overview of the content of the feedback reports and a discussion of how the feedback reports can be used to assist the NRC participants in their developmental opportunities. It is assumed that the NRC will host this briefing in their White Flint, MD, facilities.

5. Develop a Structured Interview for the SES CDP Selection Process

In a structured interview, interviewers ask candidates a set of standardized, job-related questions and rate the candidates' responses based on pre-determined, job-related criteria. Each interview question is accompanied by a rating scale complete with benchmarks and real-world examples of responses that define low, medium, and high levels of the competency. OPM will work with NRC's subject matter experts to develop questions and benchmarks and will also provide structured interview training and an assessor guide.

HRS uses behavioral structured interview questions that ask candidates about their past experiences and activities. Behavioral interview questions ask "What have you done..." Previous research demonstrating that past behavior is a strong predictor of future behavior supports the usefulness of this type of question. HRS also provides specific probe questions related to each competency to elicit additional information after the candidate has responded to the primary or lead question. The goal of the interview is to find out what the candidate did or how he or she behaved in situations involving the competencies being assessed.

HRS will develop the structured interview by convening two three-day subject matter expert (SME) panels. HRS has previously discussed with NRC using members of the ERB as SMEs. The SMEs will participate in developing the questions and benchmarks for use during the structured interview. Overall scoring for the interview will be determined in partnership with NRC based on: (a) the competencies judged most critical to success in the position, (b) minimum proficiency levels required based on the behavioral benchmarks associated with each competency, and (c) the extent to which certain strengths may overcome any potential weaknesses.

6. Administer the SES CDP Structured Interview

OPM will provide assessments administration services for the structured interview assuming the administration of OPM-developed material.

HRS typically recommends a two (2) or three (3) person panel conduct the in-person structured interview. OPM is able to provide its personnel research psychologists as a member of the panel. Some agencies prefer to have OPM psychologists on the panels to provide a third-party point of view for the scoring discussion. The costs associated with using OPM psychologists as members of the interview panel assume one OPM psychologist per panel for a one-hour interview and no more than six interviews per day with two concurrent panels for four days. In addition, OPM

will provide basic administrative services for the structured interview, including facilitation of scheduling, administration of the interview, and interview score reporting.

HRS provides structured interview training for interview panelists or assessors who will administer the interviews. Training typically involves a one-day session including practice exercises for 15 to 20 participants. The training covers the essentials of a structured interview and proper structured interview procedures. Detailed instructions on conducting the structured interview, including an interview protocol and all rating forms, are provided in a structured interview assessor's guide.

III. CUSTOMER RESPONSIBILITIES

- Work with OPM to identify program goals and timelines
- Work with OPM to identify key stakeholders and other key personnel (such as a primary point of contact) as required for project completion
- Facilitate timely communication between OPM project staff, the NRC project staff, and the candidates as required to schedule the assessments
- Assist in and/or facilitate scheduling and other logistical activities as required to ensure timely project completion
- Provide one POC for all project related issues
- Partner with OPM to customize briefings, communications, and the assessment process as needed
- Send a pre-assessment e-mail to participants communicating the launch of the assessment
- Provide OPM with a list of all participants, including first name, last name, and e-mail address one week prior to the survey administration
- Provide conference call capabilities for, and schedule, the orientation and group feedback briefings
- Understand that agency representatives will not have access to any raw data or to the individual feedback reports
- Provide members of the interview panels and ensure their availability for the structured interview training as well as the interviews themselves

IV. TIMEFRAMES¹

1. Administer the OPM Leadership 360TM and the OPM Leadership Profiler
 - Send participant names and e-mail addresses to OPMWeek 1
 - Deliver orientation briefing/Begin assessments.....Weeks 2-4
 - Close assessmentsWeek 4
 - Produce individual feedback reportsWeek 5
 - Deliver group feedback briefing and reports.....Weeks 6-7

¹ Timeframes reflect the earliest each step can take place and the duration of each step. OPM will work with NRC to ensure each step occurs at the appropriate time given the overall schedule of SES CDP selection and kickoff.

- Run individual feedback sessionsWeeks 6-7
- 2. Administer the Leadership Assessment Center
 - Prepare assessment materialsWeeks 1-4
 - Procure assessment center spaceWeeks 1-8
 - Identify participants.....Week 8
 - Invite participants to and schedule for assessment center.....Weeks 8-10
 - Administer assessment centerWeek 11
 - Generate ERB score report.....Weeks 11-12
 - Generate participant feedback reports.....Weeks 12-19
- 3. Conduct an Executive Resources Board Briefing on How to Interpret the Assessment Center Results.....Week 13
- 4. Conduct a Candidate Briefing on How to Interpret the Assessment Center Results.....Week 20
- 5. Develop a Structured Interview for the SES CDP Selection Process.....Weeks 1-14²
- 6. Administer the SES CDP Interview.....Week 15³

V. COST ESTIMATES

- 1. Administer the OPM Leadership 360™ and the OPM Leadership Profiler
 - Session fee\$2,375
 - Participant fee for 48 360 participants (\$120/participant).....\$5,760
 - Participant fee for 48 Leadership Profiler participants (\$50/participant)\$2,400
 - Individual feedback sessions for up to 25 participants (\$350/participant).....\$8,750
 - Optional travel costs if individual sessions held outside of D.C. metro area....\$2,000
- 2. Administer the Leadership Assessment Center\$134,000
 - Assessment Center Facilities (**estimated costs for 37-48 candidates**)\$15,500
- 3. Conduct an Executive Resources Board Briefing on How to Interpret the Assessment Center Results.....\$2,500
- 4. Conduct a Candidate Briefing on How to Interpret the Assessment Center Results.....\$2,500
- 5. Develop a Structured Interview for the SES CDP Selection Process.....\$59,000
- 6. Administer the SES CDP Interview
 - Training Session for Assessors\$7,500
 - Administration of Interview\$18,000
 - Use of OPM Assessors\$27,000
- Total\$287,285**

² The timeline can be adjusted so that the interview development begins prior to other activities in the event NRC wants to administer the structured interview concurrently with the assessment center.

³ See footnote one. The administration of the structured interview can also occur concurrently with the assessment center or after the assessment center.

VI. OTHER PROVISIONS

Warranties by OPM: OPM represents and warrants to NRC that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional, competent and timely manner; that it has the power to enter into and perform this Agreement; and that its performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any Federal, state or municipal laws. However, NRC will not determine or exercise control as to general procedures or formats necessary to have these services meet NRC's satisfaction.

Agency Policies: Nothing in this Agreement is intended to conflict with current OPM or NRC directives. If the terms of this Agreement are inconsistent with existing directives of either of the agencies entering into the Agreement, then those portions of this Agreement determined to be inconsistent will be invalid; however, the remaining terms and conditions not affected by the inconsistency will remain in full force and effect. At the first opportunity for review of the Agreement, all necessary changes will be accomplished by either an amendment to the Agreement or by entering into a new Agreement, whichever is deemed expedient to the interest of both parties.

Confidentiality: OPM recognizes and acknowledges that this Agreement creates a confidential relationship between OPM (any HRS government to government service provider) and NRC and that information provided by NRC, whether written, oral, or otherwise, may be confidential in nature. OPM will not disclose, except where required by law, rule or regulation, NRC confidential information.

Publicity & Public Statements: OPM reserves the right to promote the existence and nature of the project and the parties to the Agreement (not including monetary value of the project or Agreement) for business development purposes.

Scope of Agreement: If the scope of any of the provisions of the Agreement is too broad in any respect whatsoever to permit enforcement to its full extent, then such provisions shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of this Agreement shall not thereby fail, but that the scope of such provisions shall be curtailed only to the extent necessary to conform to law.

Disagreement on Interpretation of Agreement: Should disagreement arise on the interpretation of the provisions of this Agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement will be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties will forward the written presentation of the disagreement to respectively higher agency officials for appropriate resolution.

Review by Inspector General: Under the Inspector General Act of 1978, as amended, 5 USC App. 3, a review of this Agreement may be conducted at any time. The Inspector General of OPM, or any of his/her duly-authorized representatives, will have access to any pertinent books, documents, papers and records of the parties to this Agreement, whether written, printed, recorded, produced, or reproduced by any mechanical, magnetic or other process or medium, in order to make audits, inspections, excerpts, transcripts, or other examinations as authorized by law.

VII. APPROVALS

The parties have entered into this Agreement by signatures of their authorized representatives.

For HRS:

LESLIE
POLLACK

Digitally signed by LESLIE POLLACK
DN: cn=U.S. Government, ou=Office of
Personnel Management, cn=LESLIE POLLACK,
o=U.S. Government, ou=U.S. Government,
Date: 2014.07.29 10:26:14 -0400

Signature

Date

Leslie Pollack, Ph.D.
Assistant Director
HR Strategy & Evaluation Solutions
Human Resources Solutions
U.S. Office of Personnel Management

For NRC:

Erika Eam 7/25/14

Signature

Date

Erika Eam
Contract Officer
Acquisition Management Division
U.S. Nuclear Regulatory Commission

IAA Number _____ - 0000 - _____
 GT&C # Order # Amendment/Mod #

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 -
GT&C # _____ Order # _____ Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost	\$287,285.00
Overhead Fees & Charges	_____
Total Estimated Amount	\$287,285.00

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
5 USC 1304 (e)

b. Servicing Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
5 USC 1304 (e)

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

THIS AGREEMENT IS FOR LEADERSHIP ASSESSMENT SERVICES FOR THE FY15 NRC SES CDP.

**** FOR MORE DETAILS PLEASE SEE ATTACHED MEMORANDUM OF AGREEMENT (MOA) ATTACHED.****

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

DETAILS FOUND IN ATTACHED MOA.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 -
GT&C # _____ Order # _____ Amendment/Mod # _____

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).
NO SPECIAL RESTRICTIONS.

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10: Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

N/A

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

N/A

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

N/A

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 -
 GT&C # _____ Order # Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)
 See MOA attached.

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)
 n/a

22. Annual Review of IAA

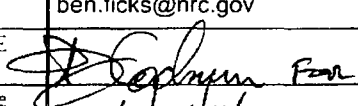
By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Ben Ficks	Leslie Pollack, Ph.D.
Title	Associate Director for Training and Development	Assistant Director, OPM/HRS/HRSES
Telephone Number(s)	301-287-0567	(202) 606-1426
Fax Number	301-287-9343	(202) 606-1399
Email Address	ben.ficks@nrc.gov	Leslie.Pollack@opm.gov
SIGNATURE		LESLIE
Approval Date	6/24/14	POLLACK

Digitally signed by LESLIE POLLACK
 DN: cn=, o=U.S. Government, ou=Office of
 Personnel Management, c=US/LE POLLACK
 .0.9.2342.19200300.100.1.1=24001000032178
 Date: 2014.07.29 10:31:48 -04'00'

IAA Number	-	-	Servicing Agency's Agreement
GT&C #	Order #	Amendment/Mod #	Tracking Number (Optional)

FMS Form 7600B
04/12

IAA Order

IAA Number _____
 GT&C # _____ Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement
 Tracking Number (Optional) _____

28. Order Line/Funding Information														Line Number _____					
Requesting Agency Funding Information										Servicing Agency Funding Information									
ALC		31000001										24000001							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB			
OR Current TAS format		31x0200										24X4571.024							
BETC		DISB										COLL							
Object Class Code (Optional)																			
BPN		040535809										7966654189							
BPN + 4 (Optional)		040535809-03100																	
Additional Accounting Classification/Information		2014-X0200-FEEBASED-84-84D003-51-N -192-T8468-251E																	
Requesting Agency Funding Expiration Date MM-DD-YYYY										Requesting Agency Funding Cancellation Date MM-DD-YYYY									
NUCLEAR REGULATORY COMMISSION SESCOFY15																			
Project Number & Title																			
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) THIS AGREEMENT IS FOR LEADERSHIP ASSESSMENT SERVICES FOR THE FY15 NRC SESCOFY. FOR MORE DETAILS MOA.																			
North American Industry Classification System (NAICS) Number (Optional) _____																			
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:									
Unit of Measure										Contract Cost		\$							
Quantity		Unit Price		Total						Servicing Fees		\$							
		\$287,285.00		\$ \$287,285.00						Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$								Advance for Line (-)		\$							
Total Line Amount Obligated		\$ \$287,285.00								Net Total Cost		\$ 0.00							
Advance Line Amount (-)		\$								Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ \$287,285.00																	
Type of Service Requirements																			
<input type="checkbox"/> Severable Service <input checked="" type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																			

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C #: _____ Order # _____ Amendment/Mod # _____ Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ 0.00 | All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ \$287,285.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)
- ☐ Other Attachments (Optional)

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) | Intra-governmental Payment and Collection (IPAC) is the Preferred Method.

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
☐ Credit Card ☐ Other – Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

- ☒ 7 days ☐ Other Payment Terms (include explanation):

IAA Order

IAA Number

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and or list funding clauses instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name

Point of Contact (POC) Name & Title

POC Email Address

Delivery Address Room Number

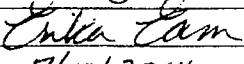
POC Telephone Number

Special Shipping Information

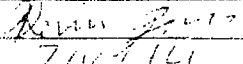
APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	ERIKA EAM	LESLIE POLLACK, PH.D.
Title	CONTRACTING OFFICER	ASSISTANT DIRECTOR, OPM/HRS/HRSES
Telephone Number	301-287-0954	202-606-1426
Fax Number		202-606-1399
Email Address	ERIKA.EAM@NRC.GOV	LESLIE.POLLACK@OPM.GOV
SIGNATURE		LESLIE
Date Signed	7/10/2014	POLLACK

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, bill collect and properly account for funds from the Requesting Agency in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	KEVIN JONES	STEVEN KREKLOW
Title	FUNDS CERTIFYING OFFICIAL	HRS BUSINESS OPERATIONS SUPERVISOR
Telephone Number	301-287-0573	414-763-9717
Fax Number		202-606-1399
Email Address	KEVIN.JONES@NRC.GOV	STEVEN.KREKLOW
SIGNATURE		Elizabeth
Date Signed	7/10/14	Widdicombe

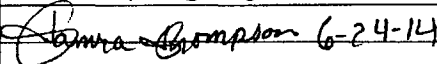
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DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

Page 4 of 5

IAA Order

IAA Number _____ GT&C # _____ Order # _____ Amendment/Mod # _____ Servicing Agency's Agreement Tracking Number (Optional) _____

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name		Joshua Brand
Title		Management Analyst
Office Address		
Telephone Number		
Fax Number		
Email Address		Joshua.Brand@opm.gov
Signature & Date (Optional)		
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name		Alix Autrey
Title	Tamra Thompson	Personnel Research Psychologist
Office Address	U.S. Nuclear Regulatory Commission PDC, 3WFN, Rockville, MD 20852	1900 E Street NW Suite 2469 Washington, DC 20415
Telephone Number	301-287-0593	(615) 885-4114
Fax Number	301-287-9343	(202) 606-1399
Email Address	tamra.thompson@nrc.gov	alix.autrey@opm.gov
Signature & Date (Optional)	 6-24-14	
Name		Michael Rossi
Title		Personnel Research Psychologist
Office Address		1900 E Street NW Suite 2469 Washington, DC 20415
Telephone Number		(202) 606-0169
Fax Number		(202) 606-1399
Email Address		michael.rossi@opm.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		